

The

Tuition

Incentive

Program

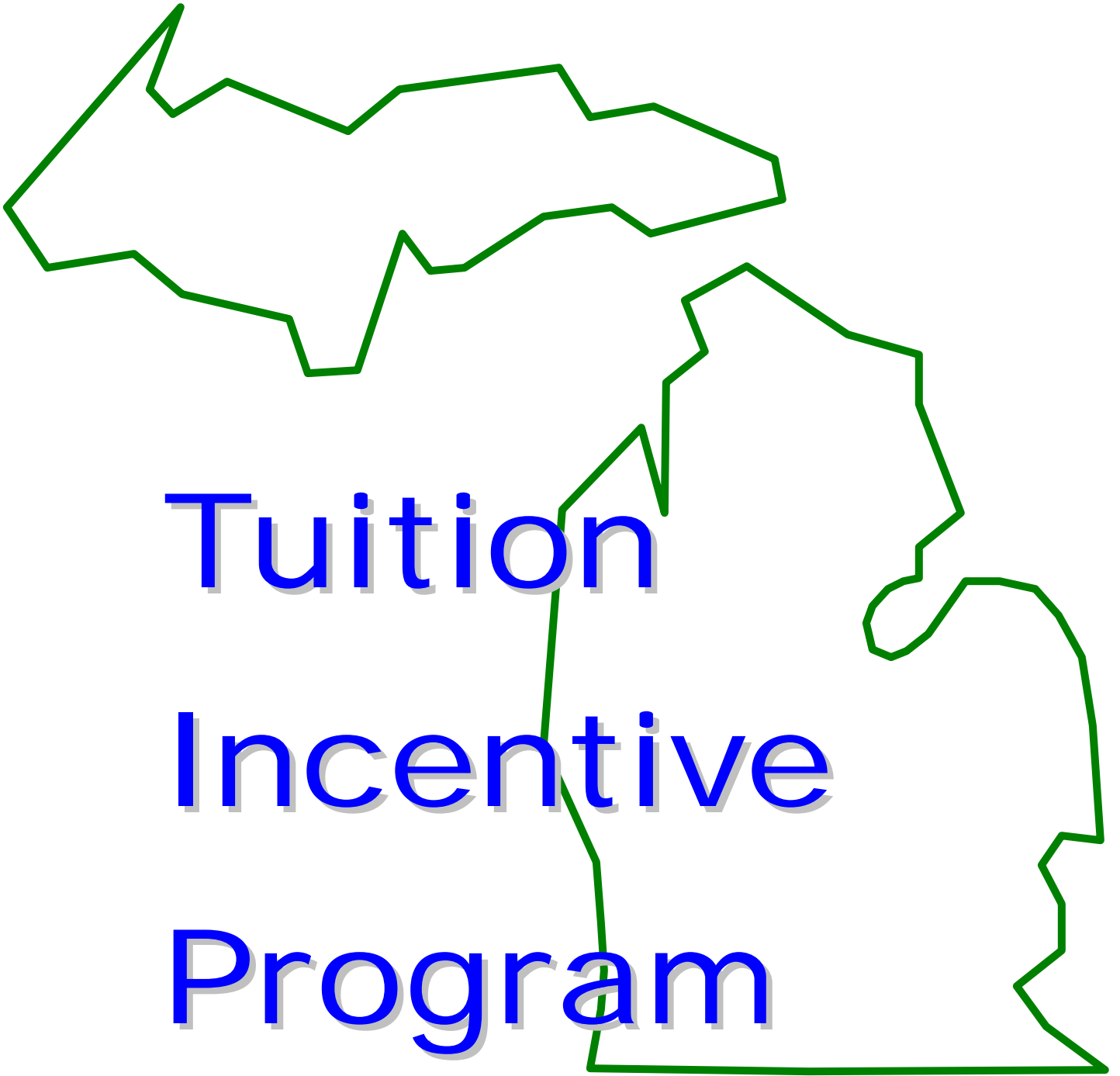


TABLE OF CONTENTS

PROGRAM SUMMARY	1
Institutional Eligibility	IA 1
Program Administration.....	IB 2
Campus Reimbursement	IC 3, 4
Student Eligibility.....	ID 4, 5, 6
Award Computation.....	IE 6

PROGRAM SUMMARY

Program Title	Tuition Incentive Program
Enabling Legislation	Annual Higher Education Appropriations Act
Administrative Rules	In lieu of Administrative Rules, refer to this Administrative Procedures Manual.
Purpose	The Tuition Incentive Program was established as a high school completion program that offers to pay for the first two years of college and beyond for students who graduate from high school or complete their GED.
Funding Source	Michigan Merit Award Trust Fund Payments are based on funding level availability
Administrative Office	Michigan Department of Treasury Bureau of Student Financial Services Office of Scholarships and Grants P.O. Box 30462 Lansing, Michigan 48909-7962 1-888-447-2687 (toll free) www.Michigan.gov/mistudentaid
Staff	Anne Wohlfert, Director, OSG Carla Foltyn, Manager of Program Operations Kathy Collins, Analyst 12 Susan Bailey, Analyst 11 Sue Nelson, Executive Secretary 10 Kameko Patterson, Communications Assistant 7

I-A INSTITUTIONAL ELIGIBILITY

College Sector	Legislative language states that a student may use his or her Tuition Incentive Program benefits at any Michigan institution that participates in either Phase I or Phase II which includes: Community Colleges Public Universities Independent, Nonprofit Degree-Granting Colleges or Universities Federal Tribally Controlled Community Colleges Focus: HOPE
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I-B

PROGRAM ADMINISTRATION

Treasury Responsibilities

Identify financially eligible students from Family Independence Agency records every six months.

Process student applications for certification.

Notify eligible students of their financial eligibility and provide information on other eligibility criteria.

Reimburse higher education institutions for eligible students' tuition and mandatory fees.

Provide technical assistance to colleges.

Monitor program expenditures.

Publicize and promote program.

College Responsibilities

Verify student eligibility for Phase I and for Phase II.

Award funds.

Submit payment reimbursement forms to Treasury.

Complete year-end report form.

Supply other related data as requested for accounting or statistical reports.

Return refunds to Treasury made payable to "State of Michigan."

Identify the program on communications to the student. Example: If the college uses Tuition Incentive funds to replace other financial aid already awarded, they must notify the student of the change.

College Records Retention

All program records must be held in the financial aid office files and made available for audit purposes upon request.

Records will be retained according to the federal Title IV requirements for record retention.

I-C

CAMPUS REIMBURSEMENT

Reimbursement Amount – Phase I

Participating institutions may bill for reimbursement according to the following:

Community College

Current in-district tuition and mandatory fees (does not include college admission fees or course specific fees). For persons residing in an area that is not included in any community college district, the out-of-district tuition rate may be authorized. School determines in district/out-of-district students.

Public University

Lower level public university resident tuition and mandatory fees for the current year.

Independent, nonprofit degree-granting colleges or universities or Michigan federal tribally controlled community college or Focus: HOPE

Mandatory fees (does not include college admission fees or course specific fees) for the current year and a per credit payment that does not exceed the average community college in-district per credit tuition rate as reported on August 1, for the immediately preceding academic year.

Mandatory Fees

Fees defined as “only those fees that are charged to all students across the board as a requirement for enrollment at the institution.” Some examples would be a student activity fee or a registration fee. **No course specific fees will be covered.**

Average Tuition Rate

Treasury will calculate the average rate each year and notify all applicable institutions of the amount.

Credits

The number of credits allowed per academic year will be 24 semester credits or 36 term credits. Institutions can choose how those credits are divided throughout the academic year. **No contact hours will be covered.**

Reimbursement Amount – Phase II

Tuition and fees not to exceed \$500 per semester or \$400 per term up to a maximum of \$2,000 for credits earned in a four-year program at a Michigan degree-granting college or university.

Coursework must be completed within 30 months of completion of Phase I requirements.

I-C

CAMPUS REIMBURSEMENT

(Continued)

Billing Process

Institutions may submit reimbursement requests only AFTER each semester or term refund period.

Institutions must complete Treasury's Tuition Incentive Reimbursement Request Forms by the deadline date.

Treasury will accept one reimbursement form per quarter of the state's fiscal year according to the following schedule:

<u>Quarter</u>	<u>Deadline</u>	<u>No Payments After</u>
First	November 1	November 15
Second	February 1	February 15
Third	May 1	May 15
Fourth	August 1	August 15

I-D

STUDENT ELIGIBILITY

Certification

Only students who have (or have had) Medicaid coverage for 24 months within 36 consecutive months are eligible to apply to Treasury for certification. The Family Independence Agency identifies students as early as the sixth grade. Determinations of eligible applicants are made every six months. Treasury will send a certification letter to all financially eligible students. Institutions should accept this certification letter as verification of financial eligibility for the program. Certification letters will be sent to the student and not the institution.

Eligibility – Phase I

The institution must verify:

Financial Eligibility

Receipt of a copy of the student's verification letter.

High School Grad or GED/Age

Proof that student was less than 20 years of age at time of high school graduation or GED completion.

Citizenship

Must be a U.S. citizen or eligible non-citizen documented by an I-551 or I-551C card or INS I-94 record designating "Refugee," "Asylum Granted," "Humanitarian Parole," "Indefinite Parole," or "Cuban-Haitian Entrant" status noted.

Residency

Must be a Michigan resident as determined by institutional criteria.

I-D

STUDENT ELIGIBILITY

(Continued)

Enrollment

Students have up to four (4) years to initiate enrollment at a participating college, but all benefits must be used within ten (10) years of high school graduation or GED completion or student forfeits program eligibility.

Student must be enrolled at least half time at the 50% drop/add time (as determined by the institutional policy) earning less than 80 semester or 120 term credits at a participating institution **(24 semester or 36 term credits per academic year)**.

Loan Default

An award is prohibited to any student who has defaulted on a loan guaranteed by the Authority, or any Federal Title IV/V loan unless he/she has made satisfactory arrangements to repay the loan.

For program eligibility, satisfactory loan repayment requirements are the same as those set forth under federal student financial aid program policies. Current or retroactive reinstatement of an award depends on the availability of funds at the college.

Satisfactory Academic Progress (SAP)

Maintaining SAP according to institutional policy.

If a student is enrolled during drop/add period but never attends class(es), the institution does not have to refund TIP money. Student would not be eligible next semester/term because of SAP.

Eligibility – Phase II

Student may not use Phase II money and then go back and use Phase I.

If a student receives an associate degree and still has credits left, the student can use those credits toward a second associate degree, **as long as Phase II has not been initiated.**

Meet criteria of Phase I and either of the following:

- 56 transferable semesters or 84 transferable term credits. Any credit that would apply toward pursuit of a bachelors degree at your institution. This includes credits earned at another institution to be transferred in and/or credits earned at your own institution.
- Obtain associate degree or certificate.

Coursework must be completed within 30 months of completion of Phase I requirements.

A student does not have to receive Phase I payments in order to qualify for Phase II.

Enrollment Issues for both Phase I and Phase II

A student can study abroad and use TIP funds if the Michigan institution is being paid the tuition. The course work does not have to be required.

A student can be considered a guest student at another institution as long as the student is enrolled at least half time. The guest school will be reimbursed at the first institution's tuition rate.

If one institution has a consortium agreement with another institution, the reimbursement rate for credits at second institution will be at first institution's tuition rate.

A non-credit course at an approved institution can be paid.

I-E AWARD COMPUTATION

Packaging

Each institution shall ensure that all known available restricted grants for tuition and fees are used prior to billing the Tuition Incentive Program for any portion of a student's tuition and fees: **EXCEPT for the Michigan Competitive Scholarship. (Will be applied after Tuition Incentive.)**

Tuition Incentive Program

P.O. Box 30462
 Lansing, Michigan 48909-7962
 Department of Treasury – Office of Scholarships and Grants
 Phone: 1-888-447-2687 Fax: 517-241-5835



Request for Reimbursement

Note: Institutions may submit this form only after the end of the semester/term refund period.
OSG reserves the right to make changes based on eligibility and to deny payment based on funding.

Institution Name:	Billing Period: (check one)
	<u>State Fiscal Quarter</u> <u>Due Date</u> <u>No Payment After</u> <input type="checkbox"/> 1 st quarter November 1 November 15 <input type="checkbox"/> 2 nd quarter February 1 February 15 <input type="checkbox"/> 3 rd quarter May 1 May 15 <input type="checkbox"/> 4 th quarter August 1 August 15
	Semester/Term _____
	Academic Year _____

PHASE I	PHASE II
Number of Students: _____	Number of Students: _____
Tuition Amount: \$ _____	Tuition/Fee Amount: \$ _____
Fee Amount: \$ _____	
Total: \$ _____	Total: \$ _____

Total for both Phase I and Phase II: \$ _____
 (Total Invoice Amount)

Certification: I certify that:

(1) Attached is a detailed listing of students charged to Phase I and/or Phase II of the Tuition Incentive Program as summarized above.

(2) All institutional policies and procedures, and guidelines provided by the Department of Treasury for this program have been followed in determining these charges.

(3) Students listed under Phase II have completed either an associate degree or the 56 semester / 84 term transferable credit hour requirement of the Tuition Incentive Program and are enrolled in a four-year curriculum.
Not to exceed \$500 per semester or \$400 per term.

Note: Charges over and above the limits set by the program are the responsibility of the student.

Authorized Signature: _____ Title: _____

Date: _____ email: _____ Phone: _____

Phase I

[illegible]

Phase II

[illegible]